



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON, SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

**JUL 20 2006**

IMEU-SWF-SO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #9-7 - Safety Risk Assessment Requirements  
for Schweinfurt Military Community Events

1. Reference: IMA Europe Community Events Policy, 20 Apr 06
2. Purpose: To assess the safety and security requirements of Community events, and to ensure for the protection of U.S. government property within the Schweinfurt Military Community.
3. Applicability: This requirement will be met by all Team Schweinfurt elements: 2BCT, 1-91 CAV, USAG Schweinfurt, as well as all partnership units and agencies.
4. General Policy:
  - a. Organizers of events held within the Schweinfurt Military Community will prepare an event-specific safety risk assessment analyzing the event's safety and security requirements.
  - b. Examples of these events include, but are not limited to: parades, expositions, bazaars, Community runs, trips, and carnivals; as well as activities like Halloween celebrations, kinder fests, etc.
  - c. Planning must include evaluation of safety risks, and planned mitigation measures developed to reduce risks to an acceptable level.
  - d. All Team Schweinfurt units will provide written risk assessments for planned Community events to the USAG Schweinfurt Safety Office for review at least three (3) weeks prior to the scheduled event execution date. The Garrison Safety Office will review and comment on the written assessments, and coordinate any needed modifications with the activity leader.
  - e. The activity leader will then ensure that the assessment is signed at the appropriate level within his or her unit or agency (e.g. Unit Commander, School Principal, AAFES Manager etc.), then forward to the Garrison Commander for review and signature.

---

This Policy Memorandum supersedes Policy Memorandum #9-7, dated 13 Jun 06 and remains in effect until superseded or rescinded.

IMEU-SWF-SO

SUBJECT: Policy Memorandum #9-7 - Safety Risk Assessment Requirements  
for Schweinfurt Military Community Events

f. The activity leader will provide signed copies of the assessment to the Garrison Safety Office and each agency/person tasked with implementing the controls. The enclosed flow chart outlines the routing of Safety Risk Assessments.

5. Community events lacking written safety risk assessments are subject to cancellation in the interest of public safety. The USAG Schweinfurt Safety Manager will also periodically conduct unannounced safety evaluations of Community events, to ensure that risk assessment mitigation actions are being implemented.

6. Units with full time safety professionals will evaluate safety during event planning and set-up, and will ensure that mitigation controls are implemented during event execution. USAG Schweinfurt Safety Manager will assist all units lacking full time safety professionals, and will evaluate and oversee all Garrison-initiated events.

7. Point of contact is Garrison Safety Manager, at DSN 354-1670, COMM: 09721-96-1670.

"PRIDE, PROFESSIONALISM, TEAMWORK"

Encl  
as

DISTRIBUTION:  
A

  
ANTHONY E. HAAGER  
LTC, QM  
Commanding

## COMMUNITY EVENT SAFETY RISK ASSESSMENT PROCESS

